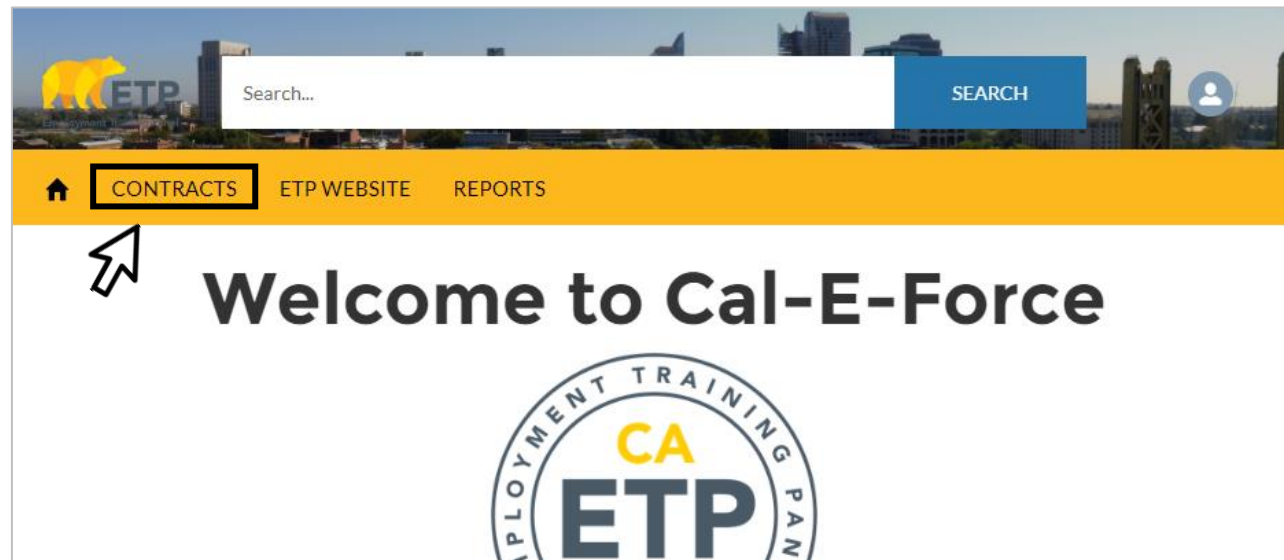
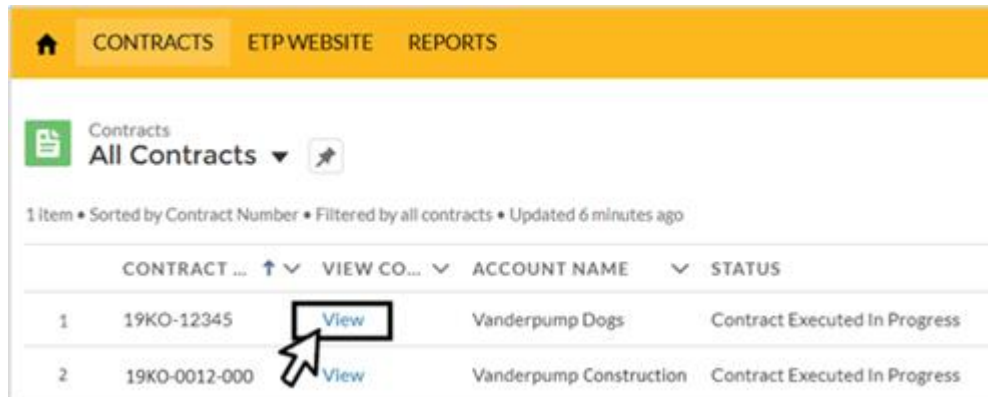


ETP CAL-E-FORCE REFERENCE CARD – REVISION REQUESTS

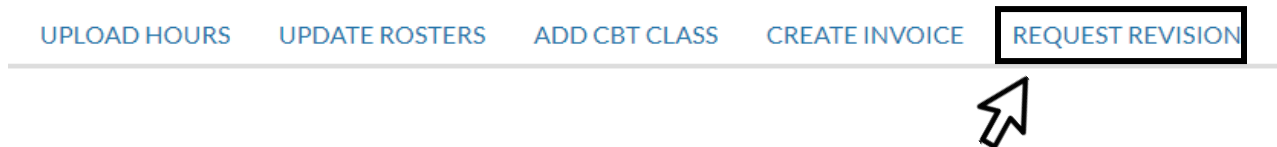
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the 'View' link for the contract in which you would like to submit a revision request. The system will take you to your Contract Details page.



3. Select the **Request Revisions** button on the button bar at the top of the Contract Details Page.



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4. Check the checkbox(es) next to the revision(s) you would like to make to your contract.

Request to Revise the Contract (check all that may apply)

- ☐ Contractor Name Change To
- ☐ Revise Term Start Date To
- ☐ Revise Term End Date To
- ☐ Revise Standard Contract Language
- ☐ Revise Curriculum: Delivery Methods or Training Type
- ☐ Revise Job Titles
- ☐ Revise Number to Train
- ☐ Revise Out-of-State Subcontractor Information
- ☐ Revise Participating Entities/Workplace
- ☐ Revise Waiver Information
- ☐ Other

5. Scroll down and enter the **Reason for / Details of Request**.

* Reason for / Details of Request:

Test - Need to change address of workplace



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7. Click the Submit button.	<div><div>CANCEL</div><div>SUBMIT</div></div>
6. You will be taken to a confirmation page where you will see the information you have successfully input.	<div><div><div><div></div></div><div>Contract Revision</div><div>CR-1499</div></div><div><div>Revision Type</div><div>Revision Status</div><div>Submitted</div></div><div><div>Back To Contract</div><div>Contract 2</div></div></div> <div><div><div>Information</div></div><div><div><div>Contract Revision Name</div><div>CR-1499</div></div><div><div>Request Date</div><div>7/9/2019</div></div></div><div><div><div>Contract Number</div><div>Contract 2</div></div><div><div>Revision Status</div><div>Submitted</div></div></div></div>